



STEPHEN MONTICELLI  
Chief of Police

# City of Harrisonburg, Virginia

## POLICE DEPARTMENT

101 North Main Street  
Harrisonburg, Virginia 22802  
Emergency 911  
Non-Emergency 540-434-4436



KURT HODGEN  
City Manager

### Request for Records

I, \_\_\_\_\_ (print name) do hereby affirm that I represent  
\_\_\_\_\_ in the following nature:

☐ Attorney

☐ Insurance Agent

☐ Family Member

☐ Self

☐ Other (Government, Military) \_\_\_\_\_

Requested on this date: \_\_\_\_\_

Signed (requestor) \_\_\_\_\_

And in such representation, request the following documents related to the above named client:

☐ Copy of Crash Report # \_\_\_\_\_

☐ Verification letter for Incident Report # \_\_\_\_\_

☐ Local Background Check (convictions only) \*

*\*If requested by third party, record release form is required to be signed by represented party.*

Records Clerk responding to request: \_\_\_\_\_

Date of response: \_\_\_\_\_

☐ Mailed ☐ In Person

Payment received: ☐ Cash ☐ Check ☐ Due on receipt